



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Advisory No. 023, s. 2025

February 7, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit depedcalabarzon.ph)

**CERTIFICATE OF COMPENSATION PAYMENT/TAX WITHHELD FOR
COMPENSATION PAYMENT WITH OR WITHOUT TAX WITHHELD
(BIR FORM 2316)**

1. The Certificate of Compensation Payment/Tax Withheld for Compensation Payment With or Without Tax Withheld (BIR Form 2316) of employees (2 copies for each employee) in the following suboffices are now available for pick up at the SDO Records Section:

	STNCODE	DIVCODE	DISTRICTS
1	654	007	As-Is IS
2	656	007	Balakilong IS
3	657	007	Bugaan IS
4	658	007	Sampa-Pacifico IS
5	660	007	Marcos Espejo IS
6	667	007	Bayawang IS
7	668	007	Pinagsibaan IS
8	669	007	Mavalor
9	670	007	Tambo IS
10	672	007	San Pedro IS
11	673	007	Calantas IS
12	674	007	Luta Sur NHS
13	675	007	Mainaga-San Franciso IS

2. As per BIR Revenue Memorandum Circular No. 29-2024 dated February 26, 2024, BIR Form 2316 without the signature of concerned employee shall no longer be allowed and will not be accepted by the Bureau. Also, complete and proper information of the employees such as the following must be provided and indicated in the certificate:

- Tax Identification Number (TIN)
- Registered Address
- Home Address
- Zip Code



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662


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🌐 www.depedbatangas.com



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- Date of Birth
 - Contact Number
 - Community Tax Certificate (CTC) Number, Date and Amount Paid or Valid ID Number (Passport or Driver's License only)
3. A scanned copy of the certificate of each employee indicating the required information must be uploaded to *MS OneDrive – BIR 2316 2024* with file name format: SURNAME_TIN_PERIOD (*ALON_1234567890846_12312024*), not later than *February 13, 2025*, which will be subsequently submitted to the BIR. The two printed copies will serve as the employees' personal copies.
4. For your information and compliance.


EUA/Advisory of Certificate of Compensation/
R2-140607 / 02 / 06 / 2025